



# Appendix C - Gatekeeper Checklist Handbook for Resource Managers



CHRA Europe Region, Modified 16 February 2005

**Purpose:** To assist Resource Management (RM) Personnel in reviewing existing information essential to RM and in completing the Gatekeeper (GK) Checklist. This document supplements the ART Handbook that is available on the CHRA Home Page at <http://www.chra.eur.army.mil/> under DCPDS, Army Regional Toolset Information.

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## **US and LN RPAs & Gatekeeper Checklist Table**

This table lists all RPA types that can be initiated by managers and whether the completion of a Gatekeeper Checklist by managers and/or RMOs is required.

**Attention:** Incompletely submitted RPAs and Gatekeeper Checklists may be returned.

**Note:** For RPAs that do not have a Gatekeeper Checklist you may enter the Fund Cite if desired or when it differs from employee's current fund citation in the RPA Notepad, e.g. US Individual Cash or Time Off Award.

<b>US RPA Type</b>	<b>GK MGR</b>	<b>GK RM</b>
Award / One-time Payment with the below exceptions: Individual Cash Award (840) Individual Time Off Award (846)	Yes No No	Yes No No
Change Actions Change in Hours Change in Work Schedule Name Change	No No Yes	No No No
Details	Yes	Yes
Extension of NTE	Yes	Yes
Non Pay / Non Duty Status	Yes	No
Position Abolish	No	No
Position Establish	Yes	Yes
Position Review	Yes	Yes
Realignment	Yes	Yes
Reassignment	Yes	Yes
Recruit/Fill	Yes	Yes
Return to Duty	Yes	Yes
Salary Change Change to Lower Grade Denial of Within-grade Increase Other Pay Promotion Quality Increase (QI) Exemplary Performance Award	Yes Yes Yes Yes No No	Yes No No Yes No No
Separation	Yes	No
<b>LN RPA Type</b>	<b>GK MGR</b>	<b>GK RM</b>
LN Award / One-time Payment	Yes	Yes
LN Change Actions Change in Hours Change in Work Schedule Name Change Change in Data Element **Change from NAF to AF **Change from AF to NAF **Change in Duty Station Note: The change actions with two ** are not used by Army	Yes Yes Yes Yes	Yes No No No
LN Extension of NTE	Yes	Yes
LN Non Pay / Non Duty Status	Yes	No

<b>LN RPA Type</b>	<b>GK MGR</b>	<b>GK RM</b>
LN Other Pay	Yes	No
LN Realignment	Yes	Yes
LN Reassignment	Yes	Yes
LN Return to Duty	Yes	Yes
LN Salary Change	Yes	Yes
LN Separation and Retirement	Yes	Yes
LN Conversion to Appointment	Yes	No
Recruit/Fill	Yes	Yes
Position Abolish	No	No
Position Establish	Yes	Yes
Position Review	Yes	Yes

## Accessing Gatekeeper

You will need your CSU/ART user id and password to access the Army Regional Tool (ART) Gatekeeper program through CHRA Home Page <http://www.chra.eur.army.mil/>.

### On the CHRA Home Page

- <Click> on DCPDS.
- <Click> on Army Regional Toolset Information.
- <Click> on Click here to access ART.

### On the initial ART Login

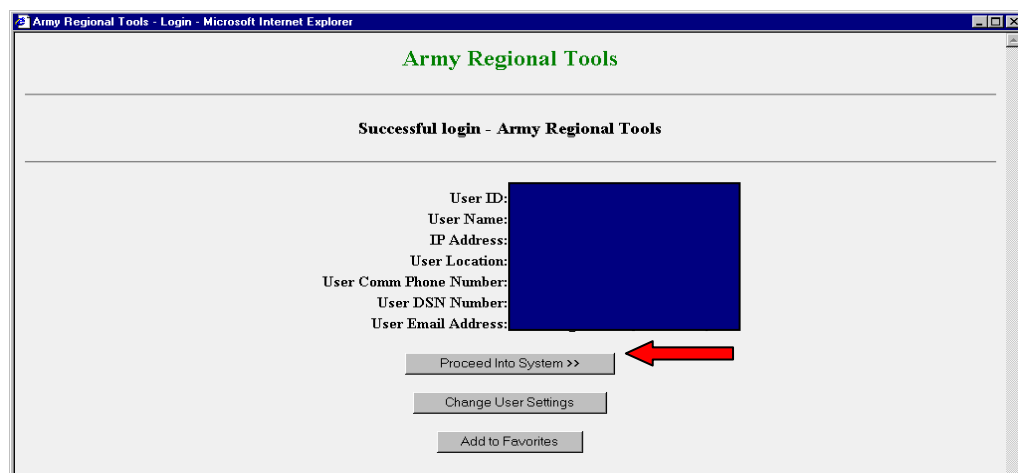
- <Enter> your CSU/ART user id.
- <Enter> your password.
- <Click> on Click Here To Login.

Note: Your CSU and ART user id and password are identical.



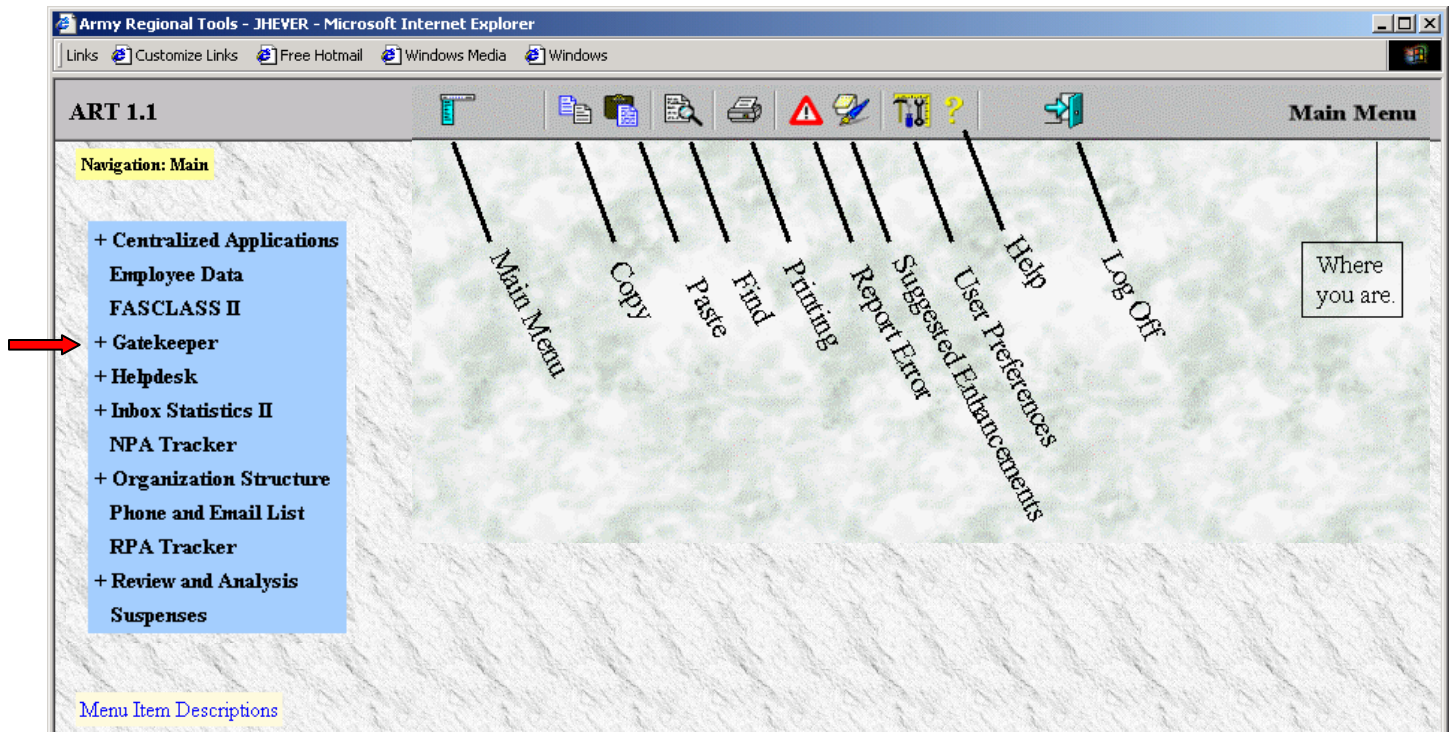
### On Successful Login

- <Click> on Proceed Into System.



## On the ART Main Menu

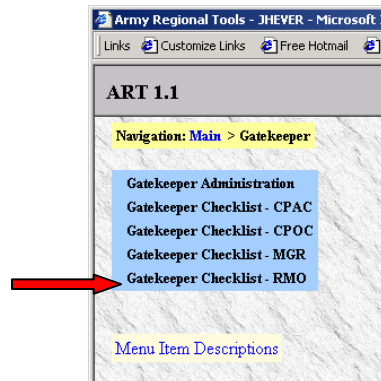
- <Click> on +Gatekeeper.



## On the Gatekeeper Menu

- <Click> on Gatekeeper Checklist – RMO.

Note: You may have permissions for multiple roles like the user in this sample.



## Gatekeeper Inbox

When the Inbox opens it reflects the RPAs that are currently open in your DCPDS Workflow Inbox.

- RPAs that have the word <Status> in the status column are RPAs with Gatekeeper Checklists that you received from management or another user. The word "Status" provides a link to a table showing what sections of the Checklist have been worked and their status (completed, not complete, not applicable, etc.).
- RPAs that do not have a radio button in the Checklist column do not require a Gatekeeper Checklist and may be coordinated through RM for info only.
- If you receive RPAs that require a Gatekeeper Checklist and lack the work <Status>, please return the RPA to management for Gatekeeper Checklist completion.
- The functions in the Gatekeeper are the same for US and LN actions. The variation is in the specific questions that are asked.
- Once you have routed an RPA to another user, you will no longer have access to its corresponding Checklist through the Gatekeeper Inbox.

Checklist	Status	Request Nr	Action Requested	Employee Name	PP	Seri	Gr	EffDt	NOA	P-EffDt
<input type="radio"/>	<a href="#">Status</a>	<a href="#">02AUG0HMHQ7A0053004</a>	RECRUIT_FILL							
<input type="radio"/>		<a href="#">02AUG0HMHQ7A0053306</a>	RECRUIT_FILL							
<input type="radio"/>		<a href="#">02AUG0HMHQ7A0053305</a>	LN_AWD_PM							2002-10-01
<input type="radio"/>		<a href="#">02AUG0HMHQ7A0053309</a>	RECRUIT_FILL							

Fill-out Checklist

## Access the Gatekeeper Checklist, e.g. for a Recruit/Fill

- <Click> on the radio button in the Checklist column.
- Then <Click> on Fill-out Checklist.

Checklist	Status	Request Nr	Action Requested	Employee Name	PP	Seri	Gr	EffDt	NOA	P-EffDt
<input type="radio"/>	<a href="#">Status</a>	<a href="#">02AUG0HMHQ7A0053004</a>	RECRUIT_FILL							
<input type="radio"/>	<a href="#">Status</a>	<a href="#">02AUG0HMHQ7A0053309</a>	RECRUIT_FILL							
<input type="radio"/>	<a href="#">Status</a>	<a href="#">02AUG0HMHQ7A0053958</a>	SALARY_CHG		GS	0301	14		892	
<input type="radio"/>	<a href="#">Status</a>	<a href="#">02AUG0HMHQ7A0053306</a>	RECRUIT_FILL							
<input type="radio"/>	<a href="#">Status</a>	<a href="#">02AUG0HMHQ7A0053305</a>	LN_AWD_PM							2002-10-01

Fill-out Checklist

## Completing the Gatekeeper Checklist

### How to complete a Checklist

- You will be started at the Resource Management Module – Part II.
- A Checklist consists of a series of questions, often yes-or-no questions.
- For some RPAs the RM Gatekeeper Checklist question set comes up automatically. If it doesn't come up automatically, you'll be prompted by the screen below. Please note the 'No Questions' statement under Part II, please disregard.
  - <Click> on Go to Previous Module to get to the RM Checklist question set.

ART 1.1

Gatekeeper

<- Go to Previous Module

Help?

**Gate Keeper Checklist EUR\_Recruit Information**

Request Number: 03SEP0HMHQ7A0450135

Action Requested: RECRUIT\_FILL

Proposed Effective Date: Effective Date:

Employee Name: Occupational Series:

Grade:

Position Selected: [It Specialist \(Applications Software\)](#)

☒ Resource Management Section

**Part II - Resource Management**

No Questions

Save Checklist and go to Inbox

- Respond to all questions by either <Select> the decision prompt or <Type> appropriate data in the data entry field.
- The Checklist will use your response to determine if you need to provide more information.
- At the end is a field for additional comments where you can address information not included in the Gatekeeper Checklist - Do not use the RPA notepad or comments.
- Questions preceded by two \*\* must be completed - RPAs missing this information will be returned without action.
- Once you are finished <Click> on Save Checklist and go to Inbox.
- <View> the status to ensure the Gatekeeper Checklist is complete - Review the data and make edits as necessary (*see Review of Gatekeeper Checklist(s) for Completion for instructions*).

**Recommendation:** Before you complete the Gatekeeper Checklist review the position and any existing RM data available in DCPDS as it might be very helpful, simply <Click> on the position link (*see the screen shots in Available Position Link Information*). For RPAs, such as Awards, that do not provide a position link in the Gatekeeper module please see *Accessing Position Information without Position Link available for instructions*.



Here's is a sample of part of a Checklist for a Recruit/Fill action:

Army Regional Tools - EMEAKER - Microsoft Internet Explorer

Links Customize Links Free Hotmail Windows Media Windows

ART 1.1 Gatekeeper

<- Go to Previous Module Go to Next Module ->

**Gate Keeper Checklist LN RM-01**

Request Number: 02DEC0HMHQ7A0077900

Action Requested: RECRUIT\_FILL

Proposed Effective Date: Effective Date:

Employee Name: Occupational Series:

Grade:

Position Selected: [Administrative Support Assistant \(Oa\)](#)

Resource Management Section

**Part II - Resource Management**

Is there any Resource Management data you would like to edit? ☒ Yes ☐ No

Would you like to edit the AMS code? ☒ Yes ☐ No

New AMS Code is

Would you like to edit the TDA para and line numbers? ☒ Yes ☐ No

New TDA para is

New TDA line is

Would you like to edit the Fiscal Station Code? ☒ Yes ☐ No

New Fiscal Station Code is

Position link to display RM essential data

Decision Prompt

Date Entry Fields

Scroll down the screen for additional questions and comment field

Army Regional Tools - EUROPE REGION Internet

Here's is a sample of the bottom part of a Checklist for a Recruit/Fill action:

New Complete Fund Cite is:

Is this a position that is designated to be converted from US to LN? ☐ Yes ☒ No

Do you need to provide additional comments on this action? ☒ Yes ☐ No

Enter comments:

Save Checklist and go to Next Module

Save Checklist and go to Inbox

Click here upon completion

Army Regional Tools - EUROPE REGION Internet



## Available Position Link Information

Once you click on the position link, the below Position Information opens displaying <General> data. You can review and print any data preceded by a radio button, simply <click> on the radio button and the information display will change.

**Position Information - Microsoft Internet Explorer**

[Close Window](#)

**Position Information**

CPCN: 2F19F.18446      Title: IT SPECIALIST (INTERNET)  
SSN: [REDACTED]      Name: [REDACTED]  
Pay Plan: GS      Series: 2210  
Grade: 12      Target Grade: 12

☒ General   ☐ Organization   ☐ Resource Mangement   ☐ Career Program   ☐ Acquisition   ☐ Dates   ☐ Obligation

**General Data**

Comp Level: 0000  
PAS:  
PAS Auth:  
BUS code: 7777  
Pay Table: 999A  
Payroll Office ID: FA  
Supervisory Status: 8  
Work Schedule: F  
Security Clearance: 0  
Position Sensitivity: 0  
Premium Pay Indicator:  
Key/Emergency Essential Ind: N

**Position Information - Microsoft Internet Explorer**

[Close Window](#)

**Position Information**

CPCN: 2F19F.18446      Title: IT SPECIALIST (INTERNET)  
SSN: [REDACTED]      Name: [REDACTED]  
Pay Plan: GS      Series: 2210  
Grade: 12      Target Grade: 12

☐ General   ☐ Organization   ☒ Resource Mangement   ☐ Career Program   ☐ Acquisition   ☐ Dates   ☐ Obligation

**RMO Data**

Para: 101  
Line: 15  
AMS Code: 43370900000  
APC Code: X7NQ  
Bargaining Unit Status: 7777  
Cost Center Code:  
SWC Code: YZZ

**Radio Button Choices**

**Sample of existing RM data**

## Sample of a LN Award RPA:

**Recommendation:** Before you complete the Gatekeeper Checklist review the position and any existing RM data available in DCPDS as it might be very helpful, simply <Click> on the position link (see the screen shots in Available Position Link Information). For RPAs, such as Awards, that do not provide a position link in the Gatekeeper module please see Accessing Position Information without Position Link available for instructions.

## At the Gatekeeper Inbox

- <Click> on the radio button in the Checklist column of the appropriate RPA.
- Then <Click> on Fill-out Checklist.

## Respond to all questions

- <Click> on the radio button preceding a decision prompt or <Type> information in data entry block (see next page for samples).
- Once you are finished <Click> on Save Checklist and go to Inbox.

From the Gatekeeper Inbox you can review the RM information to determine if it is complete and correct (see [Review of Gatekeeper Checklist\(s\) for Completion for instructions](#)).

- <Click> on the Status link in the Status column for the Checklist you wish to review.
- <Click> on the RM-01 (or RM-02 whichever is applicable) link in the Checklist status window to view your entries.

**NOTE:** To edit your entries or add missing information you must <Click> on the radio button in the Checklist column of the appropriate RPA and then <Click> on Fill-out Checklist.

Army Regional Tools - EMEAKER - Microsoft Internet Explorer

Army Regional Tools Gatekeeper

[Gatekeeper Main Menu](#) [Logoff](#)

[ART Main Menu](#)

Your information has been saved.

User Name [REDACTED]

Choose which RPA to complete a Checklist

Checklist	Status	Request Nr	Action Requested	Employee Name	PP	Seri	Gr	EffDt	NOA	P-EffDt
<input type="radio"/>	<a href="#">Status</a>	<a href="#">02AUG0HMHQ7A0053004</a>	RECRUIT_FILL	[REDACTED]						
<input type="radio"/>	<a href="#">Status</a>	<a href="#">02AUG0HMHQ7A0053305</a>	LN_AWD_PM	[REDACTED]						2002-10-01
<input type="radio"/>	<a href="#">Status</a>	<a href="#">02AUG0HMHQ7A0053306</a>	RECRUIT_FILL	[REDACTED]						
<input type="radio"/>	<a href="#">Status</a>	<a href="#">02AUG0HMHQ7A0053309</a>	RECRUIT_FILL	[REDACTED]						
<input type="radio"/>	<a href="#">Status</a>	<a href="#">02AUG0HMHQ7A0053958</a>	SALARY_CHG	[REDACTED]	GS	0301	14		892	

Fill-out Checklist

## At the Resource Management Module – Part II

- The RM gatekeeper question set comes up automatically.
- Respond to all questions by either <Select> the decision prompt or <Type> appropriate data in the data entry field. Based on how you answer the questions you are prompted for additional information. At the end is a field for additional comments where you can address information not included in the Gatekeeper Checklist. Do not use the RPA notepad or comments.
- Once you are finished <Click> on Save Checklist and go to Inbox.

Army Regional Tools - EMEAKER - Microsoft Internet Explorer

**Army Regional Tools** **Gatekeeper**

[Gatekeeper Main Menu](#) [ART Main Menu](#)  
[Logoff](#)

**Gate Keeper Checklist LN Award**

Request Number: 02AUG0HMHQ7A0053305  
Action Requested: LN\_AWD\_PM  
Proposed Effective Date: 10/1/02  
Employee Name: [REDACTED]  
Grade: [REDACTED]  
Effective Date:  
Occupational Series:

☒ Resource Management Section

**Part II - Resource Management**

Enter the name and phone number of POC for RM: [REDACTED]

If this is a monetary award, please enter the U.S. Dollar amount [REDACTED]

If this is a monetary award, please enter the Euro amount [REDACTED]

Enter the AMS Code: [REDACTED]

Enter TDA Paragraph: [REDACTED]

Enter TDA Line Number: [REDACTED]

Enter the Fiscal Station: [REDACTED]

Enter the APC: [REDACTED]

Enter the Payroll Number: [REDACTED]

Enter the complete Fund Cite: [REDACTED]

**Note:** There is no <Position link> for review of the position and any existing RM data available in DCPDS to assist you in completing the Gatekeeper Checklist. Please follow instructions on next page.

Complete all questions or the Checklist status window will reflect "Partially Complete"

Scrollbar

Army Regional Tools - EUROPE REGION

*Scroll down for additional questions and comments field*

Enter the complete Fund Cite: [REDACTED]

Do you have any additional comments on this action? ☐ Yes ☐ No

Save Checklist and go to Inbox

Click here upon completion

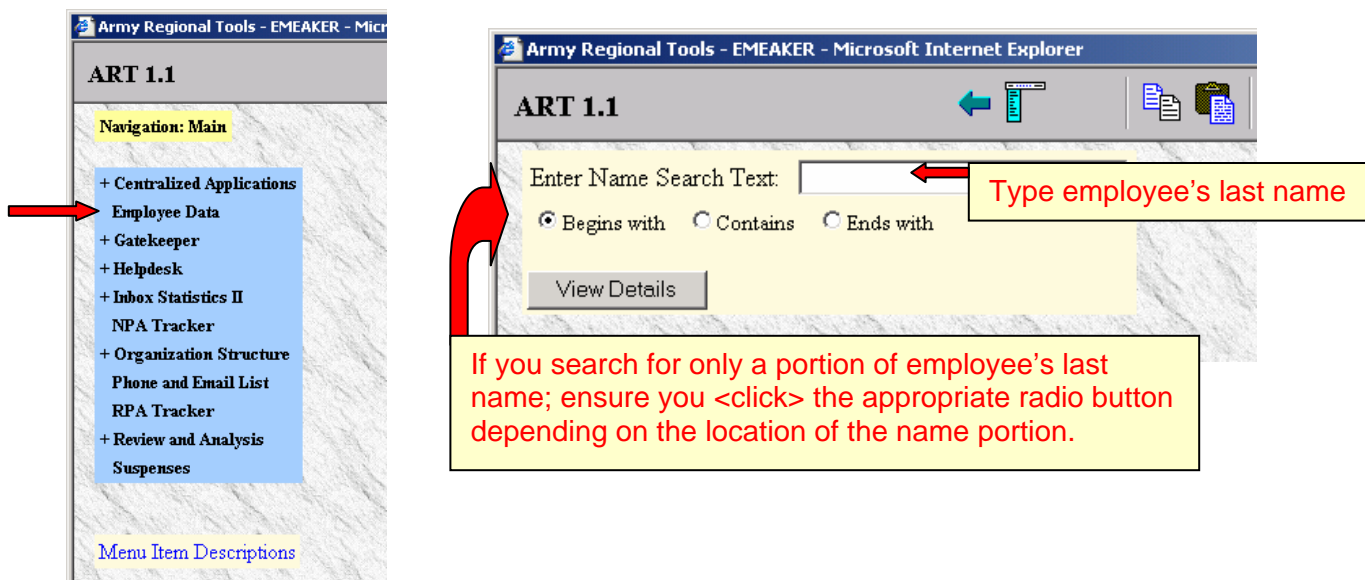
Army Regional Tools - EUROPE REGION

## Accessing Position Information without Position Link available

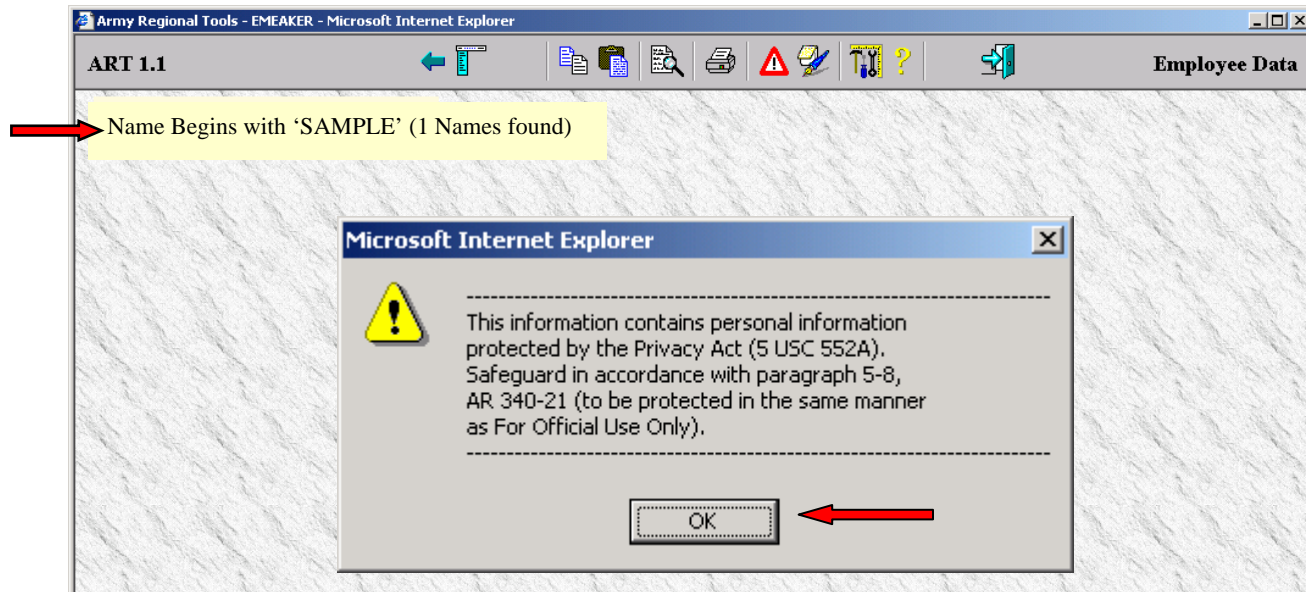
How to view the position and any existing RM data available in DCPDS if there is no <Position link> available in the Gatekeeper module, e.g. Award RPAs.

### At the ART Main Menu

- <Click> on Employee Data.
- Then <Type> employee's last name or a portion thereof in the text search block, e.g. Sample.
- Then <Click> on View Details.
- When the Privacy Act window appears <Click> on OK.



Note that ART will display the below Privacy Act notification as well as your search criteria and how many names found, e.g.



## At the search result(s)

- <Click> on the appropriate name link, this brings up the employee data window.

The screenshot shows a web browser window titled 'Army Regional Tools - EMEAKER - Microsoft Internet Explorer'. The address bar shows 'ART 1.1'. The page title is 'Employee Data'. A yellow box at the top says 'Name Begins with 'SAMPLE' (1 Names found)'. Below this is a table with the following data:

Employee Name	Division	Branch	CPAC	PP-Seri-Gr
<a href="#">SAMPLE IMA</a>	B	4	EUROPE CPOC	C1-0201-7A

A red arrow points from a yellow box labeled 'Name link' to the 'SAMPLE IMA' link in the table.

- Then <Click> on the position link ([see Available Position Link Information for instructions](#)).
- Or <Click> on search for a different employee to lookup another employee.

The screenshot shows the 'Employee Data' window with detailed information for 'SAMPLE IMA'. The information is organized into sections:

- Employee Data**
  - Name: SAMPLE IMA
  - PP-Seri-Gr: C1-0201-7A
  - CPAC: EUROPE CPOC
  - Command: US Army Europe and 7th Army
  - CPOC Division: B
  - CPOC Branch: 4
- Information**
  - Employee Information
  - Position Information
  - Job Description
  - Organization Structure
- History**
  - NPA/RPA History
  - Helpdesk Ticket History
- Pay Data**
  - W3L's
  - Reverse Interface
  - IV

A red arrow points from a yellow box labeled 'Position link' to the 'Position Information' link. Another red arrow points from a yellow box labeled 'Click here to search for another employee.' to the 'Reverse Interface' link. A yellow box at the bottom left says 'Search for a different employee'.



## Review of RM Gatekeeper Checklist for Completion

From the Gatekeeper Inbox you can review the RM information to determine if it is complete and correct.

- <Click> on the Status link in the Status column for the Checklist you wish to review.
- <Click> on the RM-01 (or RM-02 whichever is applicable) link in the Checklist status window to view your entries.

NOTE: To edit your entries or add missing information you must <Click> on the radio button in the Checklist column of the appropriate RPA and then <Click> on Fill-out Checklist.

Army Regional Tools - EMEAKER - Microsoft Internet Explorer

Army Regional Tools Gatekeeper

Gatekeeper Main Menu  
ART Main Menu

Logoff

Your information has been saved.

User Name: [REDACTED]

Choose which RPA to complete a Checklist

Checklist	Status	Request Nr	Action Requested	Employee Name	PP	Seri	Gr	EffDt	NOA	P-Eff-Dt
<input type="radio"/>	<a href="#">Status</a>	02AUG0HMHQ7A0053004	RECRUIT_FILL							
<input type="radio"/>	<a href="#">Status</a>	02AUG0HMHQ7A0053305	LN_AWD_PM	[REDACTED]						2002-10-01
<input type="radio"/>	<a href="#">Status</a>	02AUG0HMHQ7A0053306	RECRUIT_FILL							
<input type="radio"/>	<a href="#">Status</a>									
<input type="radio"/>	<a href="#">Status</a>									

Fill-out Checklist

Gate Keeper Checklist - Microsoft Internet Explorer

Close Window

User Name: [REDACTED]

Request Nr: 02AUG0HMHQ7A0053306

Action Requested: RECRUIT\_FILL

Current			
Checklist	MGR	RMO	CPAC
<a href="#">Position Decision 4</a>	Complete	Not Applicable	Not Applicable
<a href="#">Encumbered 1</a>	Complete	Not Applicable	Not Applicable
<a href="#">POSITION-3</a>	Complete	Not Applicable	Not Applicable
<a href="#">RM-01</a>	Not Applicable	Complete	Not Applicable
<a href="#">Recruit Information</a>	Partially Complete	Not Applicable	Not Applicable

If this states <Partially Complete> not all questions are answered. You should not route the RPA to the CPOC or the next person in the chain prior to completing the entire Gatekeeper Checklist. If you don't know the answer, contact your servicing CPAC Advisor.

## **Copying and Printing the Gatekeeper Checklist(s)**

### **How to Copy the Checklist(s) to Microsoft Word – RPA must be located in your DCPDS Workflow Inbox**

- Open the Gatekeeper Checklist.
- <Select> the RPA in you Gatekeeper Inbox.
- <Click> on <Fill-out Checklist>.
- <Click> the All Modules radio button.
- <Press> simultaneously 'Ctrl A' on your keyboard to highlight the entire Checklist.
- <Press> simultaneously 'Ctrl C' on your keyboard to copy the Checklist.
- Go to Word and <Press> simultaneously 'Ctrl V' on your keyboard to paste the Checklist in a document.

Note: All Gatekeeper Checklist questions will copy over, even questions that did not show up or you did not complete.

### **How to Print the Checklist(s) from Gatekeeper – RPA must be located in your DCPDS Workflow Inbox**

- Access ART.
- <Click> on +Gatekeeper.
- <Click> on Status.
- <Click> on one of the Checklists; e.g. Recruit Information.

To only print the selected Gatekeeper Checklist; e.g. Recruit Information:

- <Click> the 'Print' icon in the toolbar.

To print all completed Gatekeeper Checklist modules:

- <Click> on 'View All Modules' in the top of the Gatekeeper Checklist window.
- <Click> the 'Print' icon in the toolbar.

### **How to Print the Checklist(s) from ART – RPA is/is not located in your DCPDS Workflow Inbox**

- Access ART.
- <Click> on RPA Tracker.
- <Enter> the last five digits of the RPA number in the ...search text field.
- <Select> ends with and <Click> on Begin Search button; on the next screen <Click> on the Submit button.
- <Click> on Y in the GK column.

To only print the auto displayed Gatekeeper Checklist module:

- <Click> the 'Print' icon located in the top of the Gatekeeper Checklist window.

To print all completed Gatekeeper Checklist modules, if applicable:

- <Click> on 'View All Modules' in the top of the Gatekeeper Checklist window.
- <Click> the 'Print' icon in the top of the Gatekeeper Checklist window.



## RPA Routing

### To route the RPA

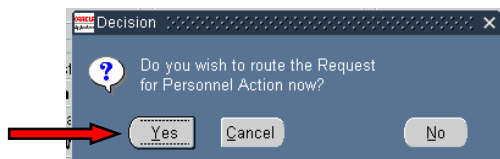
- Access DCPDS; ensure you are using your US 'responsibility hat'.
- <Open> your Workflow or Civilian Inbox.
- Select and <Open> the RPA you wish to route by either:

#### Workflow Inbox:

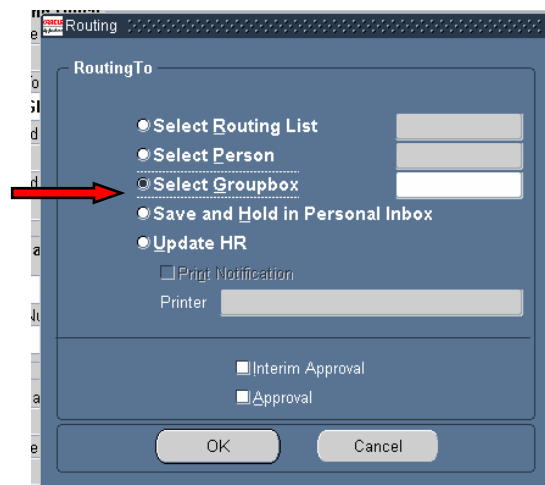
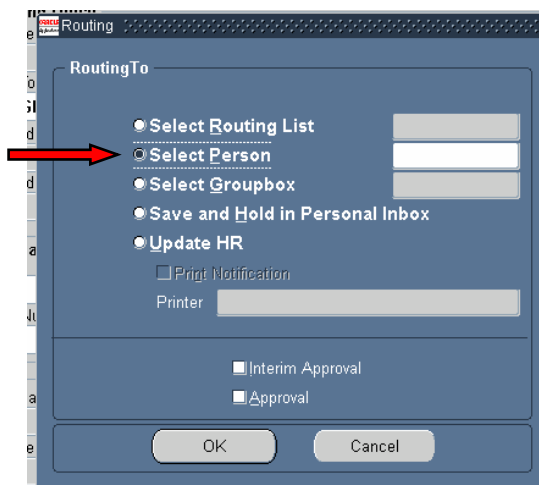
- <Click> on the RPA hyperlink, OR
- <Select> the RPA and <Click> on Open.
- Then <Respond> to display the RPA you wish to route.

#### Civilian Inbox:

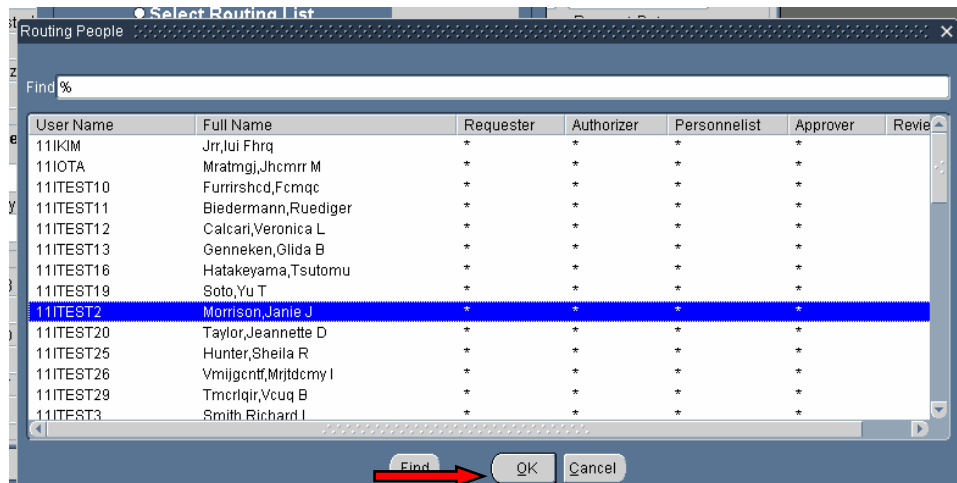
- <Click> on Respond to display the RPA you wish to route.
- <Click> on the yellow disc icon in the toolbar.
- <Click> on Yes in the decision window.



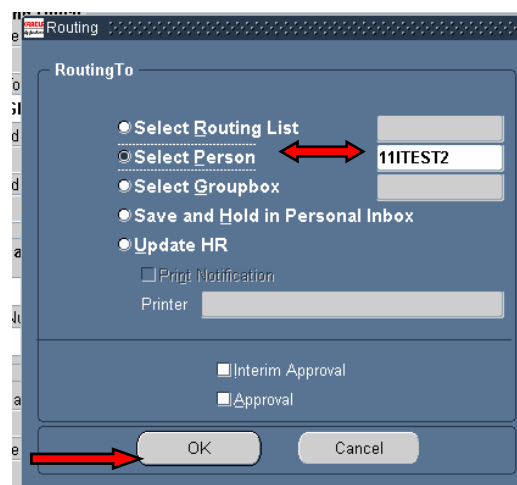
- <Click> on Select Person to route the RPA to a person OR Select Groupbox to route to a groupbox depending on your command chain (if routing directly to the CPOC, please see US RPA Routing Inbox Table for appropriate Inbox).



- Find and <highlight> the appropriate person or groupbox, e.g. Morrison, Janie J.
  - Then <Click> on OK.



- Ensure the correct Inbox is listed, then <Click> on OK.



## US RPA Routing Inbox Table for CPOC Inboxes

**Attention:** Incompletely submitted RPAs and Gatekeeper Checklists may be returned.

This table lists all US RPA types and appropriate CPOC Inboxes to which approved RPAs have to be routed upon completion of all Gatekeeper Checklist modules.

**Use only if the CPOC is the next Destination in your Routing Chain**

<b>If US RPA Type is...</b>	<b>and your servicing CPAC is ...</b>	<b>then route the RPA to this Inbox</b>	<b>Inbox Type</b>
Death Retirement	Applies to all, regardless of servicing CPAC	ABC-C-0/COPD	Group
Award / One-time Payment	Applies to all, regardless of servicing CPAC	XYZ-0USAWD/COPD	Group
All other actions	Belgium Grafenwoehr Hanau Heidelberg <ul style="list-style-type: none"> <li>• Mannheim</li> </ul> Italy Kaiserslautern Saudi Arabia Stuttgart <i>United Kingdom</i> <ul style="list-style-type: none"> <li>• Hythe</li> <li>• Molesworth</li> </ul> Wuerzburg	XYZ-0RPABEL/COCD XYZ-0RPAGRF/COCD XYZ-0RPAHAN/COCD XYZ-0RPAHEI/COCD XYZ-0RPAMANSTU/COCD XYZ-0RPAVIC/COCD XYZ-0RPAKAI/COCD XYZ-0RPASAU/COCD XYZ-0RPAMANSTU/COCD  XYZ-0RPAGRF/COCD XYZ-0RPAMANSTU/COCD XYZ-0RPAWUE/COCD	Group

## LN RPA Routing Inbox Table for CPOC Inboxes

**Attention:** Incompletely submitted RPAs and Gatekeeper Checklists may be returned.

This table lists all LN RPA types and appropriate CPOC Inboxes to which approved RPAs have to be routed upon completion of all Gatekeeper Checklist modules.

**Use only if the CPOC is the next Destination in your Routing Chain**

<b>If LN RPA Type is...</b>	<b>and your servicing CPAC is ...</b>	<b>then route the RPA to this Inbox</b>	<b>Inbox Type</b>
LN Award / One-time Payment	Belgium Grafenwoehr Hanau Heidelberg <ul style="list-style-type: none"> <li>Mannheim</li> </ul> Italy Kaiserslautern Saudi Arabia Stuttgart <i>United Kingdom</i> <ul style="list-style-type: none"> <li>Hythe</li> </ul> Wuerzburg	XYZ-0JU/CPGD XYZ-0AWDESD/COPD XYZ-0AWDESD/COPD XYZ-0AWDESD/COPD XYZ-0AWDESD/COPD XYZ-0JN_AWARD/COPD XYZ-0AWDESD/COPD XYZ-0FH/CPGD XYZ-0AWDESD/COPD  XYZ-0JV/CPGD XYZ-0AWDESD/COPD	Group
All other Actions	Belgium Grafenwoehr Hanau Heidelberg <ul style="list-style-type: none"> <li>Mannheim</li> </ul> Italy Kaiserslautern Saudi Arabia Stuttgart <i>United Kingdom</i> <ul style="list-style-type: none"> <li>Hythe</li> </ul> Wuerzburg	XYZ-0RPABEL/COCD XYZ-0RPAGRF/COCD XYZ-0RPAHAN/COCD XYZ-0RPAHEI/COCD XYZ-0RPAMANSTU/COCD XYZ-0RPAVIC/COCD XYZ-0RPAKAI/COCD XYZ-0RPASAU/COCD XYZ-0RPAMANSTU/COCD  XYZ-0RPAGRF/COCD XYZ-0RPAWUE/COCD	Group